

## RECONCILIATION OF ADVANCE FUND INDEPENDENT PARCEL DELIVERY SERVICE

In accordance with PPM 10,753, the reconciliation should be done at least monthly.  
The June reconciliation should be submitted to the Division of Accounts and Reports, Audit Services Team.

Agency Number \_\_\_\_\_ Reconciliation Date as of \_\_\_\_\_ Account Number \_\_\_\_\_

Please check this box if the account is being closed and this is the final reconciliation

☐

If the account is being closed, please list the SOKI<sup>3+</sup> receipt voucher number \_\_\_\_\_

Total Advance Fund requested and approved per application form DA-77 \$ \_\_\_\_\_

Total Balance available in Advance Fund per parcel delivery service report \$ \_\_\_\_\_ a

Add: Replenishment vouchers in process - warrant not yet received:

Voucher number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Voucher number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Voucher number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Voucher number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Voucher number \_\_\_\_\_ Amount \$ \_\_\_\_\_ \$ 0.00 b

Add: Delivery Tickets on hand not yet vouchered

Ticket number \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ \$ 0.00 c

Total balance per delivery service plus vouchers in process and tickets (a+b+c) \$ 0.00

\_\_\_\_\_  
Signature of Reconciling Employee